



# BENSALEM TOWNSHIP

Building and Planning Department  
2400 Byberry Road • Bensalem, PA 19020  
Office 215-633-3644 • Fax 215-633-3753

## APPLICATION FOR SIGN PERMIT

Permit #: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

**SUBMIT APPLICATION AND PLANS ON DISC OR VIA EMAIL AT [permitcenter@bensalempa.gov](mailto:permitcenter@bensalempa.gov)**

**ALL PLANS ARE REQUIRED TO BE SIGNED & SEALED BY A PENNSYLVANIA LICENSED DESIGN PROFESSIONAL**

### GENERAL

- ☐ NEW SIGN      ☐ REFACING EXISTING SIGN      ☐ REPAIR EXISTING SIGN  
☐ PERMANENT      ☐ TEMPORARY

#### NUMBER OF ALL SIGNS PRESENTLY ON PROPERTY:

|         |       |               |       |         |       |
|---------|-------|---------------|-------|---------|-------|
| Wall:   | _____ | Freestanding: | _____ | Roof:   | _____ |
| Fascia: | _____ | Projecting:   | _____ | Window: | _____ |

### PROPOSED SIGN TYPE

Check All That Apply

- ☐ Freestanding      ☐ Fascia      ☐ Outdoor Billboard      ☐ Wall      ☐ Window  
☐ Projecting      ☐ Canopy      ☐ Combination Sign \_\_\_\_\_  
☐ Overhead/Banner \_\_\_\_\_ (describe)

### PROPOSED SIGN INFORMATION

#### Location of Sign

Street No. and Name \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_

#### Minimum Setbacks Required by Ordinance (shown in ft)

Front \_\_\_\_\_ Rear \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ (height) X \_\_\_\_\_ (width) = \_\_\_\_\_ Sq Ft

Sign Material(s): \_\_\_\_\_

Method of attachment: \_\_\_\_\_

Illumination    ☐ None    ☐ Electrical    ☐ Incandescent    ☐ Fluorescent    ☐ Neon

### SIGN TYPE(s)

#### Projecting/Canopy:

Projecting from wall \_\_\_\_\_ inches  
Lot frontage \_\_\_\_\_ feet  
Setback (from centerline of road) \_\_\_\_\_ feet  
Vertical clearance from walkway \_\_\_\_\_ feet  
Height of Sign \_\_\_\_\_ feet

#### Freestanding:

Lot Frontage \_\_\_\_\_ feet  
Setback (from centerline of road) \_\_\_\_\_ feet  
Height of Sign (feet from natural ground level) \_\_\_\_\_ feet  
Distance from end of Building \_\_\_\_\_ feet

#### Fascia:

Projecting from wall \_\_\_\_\_ feet  
Height above Building \_\_\_\_\_ feet  
Height clearance from Sidewalk \_\_\_\_\_ feet  
Distance from end of Building \_\_\_\_\_ feet

#### Window:

Total Area of Window \_\_\_\_\_ Sq ft  
Total Area of Sign \_\_\_\_\_ Sq ft

#### Wall:

Total Area of Sign \_\_\_\_\_ Sq ft  
Total Area of Wall \_\_\_\_\_ Sq ft

|                                    |   |
|------------------------------------|---|
| <b>OVERHEAD &amp; BANNER SIGNS</b> | <p>The applicant assumes full responsibility for erecting, maintaining and removing the banner or sign and all liability for damages occurring to any persons or property resulting from any act or omission associated with the banner or sign.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <input type="checkbox"/> Sign            <input type="checkbox"/> Banner         </div> <div style="border-bottom: 1px solid black; width: 300px; text-align: center;">           (Authorized Signature Assuming Responsibility)         </div> </div> <p>Message on sign or banner: _____</p> <p>_____</p> <p>State Route: _____ Segment: _____ Offset: _____ Size (length &amp; width): _____</p> <p>Vertical Clearance Above Roadway (minimum 17'5"): _____</p> <p>Install Date: _____ Remove Date: _____</p> |
|------------------------------------|---|

|                               |  |
|-------------------------------|--|
| <b>ADDITIONAL INFORMATION</b> | <ul style="list-style-type: none"> <li>All requested information is required to be filed at the time of application.</li> <li>Incomplete applications will not be processed.</li> <li>All new signs require a building permit.</li> <li>Sub-division and development signs shall not be erected more than 60 days prior to start of construction and shall be removed when construction is complete.</li> </ul> <p>Promotional, special event, seasonal sales, etc. signs may be erected for a period not to exceed 15 days and require Zoning Officer approval.</p> |
|-------------------------------|--|

|                          |  |
|--------------------------|--|
| <b>PLAN REQUIREMENTS</b> | <p>Two copies of detailed plans and specifications for the proposed sign must accompany this application. These must be signed and sealed by a PA licensed architect or engineer. These plans must detail existing conditions on the site including existing signs, buildings, parking areas, driveways, streets and all ultimate rights-of-way. Also include the location of the nearest freestanding, roof, fascia, projecting or outdoor advertising (BILLBOARD) signs to the proposed sign.</p> <ul style="list-style-type: none"> <li><i>Wall Sign</i> – the dimensions of the wall surface of the building to which it will be attached and the location where sign will be attached.</li> <li><i>Free-Standing Sign</i> – the setbacks from property lines, buildings, driveways and edge of improved road or curb (shown on a plot plan). A plot plan, signed and sealed by a PA licensed architect or engineer is required.</li> <li><i>Outdoor Advertising Billboard</i> – designate double or single face design as well as a description of the plant material to be planted adjacent to the sign as required by ordinance.</li> <li>The materials, finish, and the construction including loads (wind &amp; seismic), stresses, anchorage, any illumination, and the fail-safe provisions for animated devices (if any).</li> </ul> |
|--------------------------|--|

| Contact Information  | Property Owner's Name<br><small>(type or print)</small> | Applicant's Signature<br><small>(if other than owner)</small> | Contractor<br><small>(if other than Applicant)</small> |
|----------------------|---|---|--|
| <b>Name</b>          |   |   |  |
| <b>Address</b>       |   |   |  |
| <b>Phone</b>         |   |   |  |
| <b>License #</b>     |   |   |  |
| <b>Email Address</b> |   |   |  |

| APPROVALS  |                      |                             |                              |
|--|----------------------|-----------------------------|------------------------------|
|  | NAME                 | TITLE                       | DATE                         |
| <input type="checkbox"/> YES <input type="checkbox"/> NO |                      | <i>Zoning Officer</i>       |                              |
| <input type="checkbox"/> YES <input type="checkbox"/> NO |                      | <i>Building Inspector</i>   |                              |
| <input type="checkbox"/> YES <input type="checkbox"/> NO |                      | <i>Electrical Inspector</i> |                              |
| FOR B&P USE ONLY   | Check #              | Amount: \$                  |                              |
| UCC-5  | Township of Bensalem |                             | Dept. of Building & Planning |